

Community Preservation Act Committee (CPAC)
Meeting Minutes Thursday, September 17, 2009

The meeting was called to order at 7:07 pm by Peter Jessop, Chair, in the Town Room of Town Hall.

COMMITTEE MEMBERS IN ATTENDANCE:

Denise Barberet, John Gerber, Louis Greenbaum (arrived later), Peter Jessop, Chair; Ellen Kosmer, Mary Streeter, Clerk; Stan Ziomek

COMMITTEE MEMBERS ABSENT: Vince O'Connor, Vladimir Morales

STAFF / OTHERS IN ATTENDANCE:

Sonia Aldrich, Comptroller; Dave Ziomek, Conservation Director (arr. 7:30)

Agenda

- Review criteria for funding projects, revise if necessary.
- Discuss community outreach and publicity efforts.
- Review financial status of funds.
- Review outstanding projects.
- Discuss deadlines and scheduling for report proposals.
- Approve minutes of 6/22/09.

Election of Officers

Peter welcomed our new member, John Gerber, who is a representative from the Conservation Commission to CPAC. Peter nominated Mary as Chair; Mary declined. Stan nominated Peter as Chair, John seconded. The motion was amended to move the same slate of officers: Peter as Chair, Vince as Vice Chair, and Mary as Clerk. Voted 6 – 2.

Yearly Schedule

Peter outlined the dates we are meeting for the year. He said we send out a request for proposals letter in September or October and we generally try to limit our consideration of projects to those that have been submitted in December. We solicit additional information from the commissions in January and February. In February and March we deliberate on which projects to recommend to Town Meeting. We will probably follow that same format this year.

Review criteria for funding projects

We decided to add a projected timeline for completion of projects. We want to receive specific information including full scope of the project and a complete accounting of projected costs. Concern was expressed about the number and the frequent revisions of projects, as well as last minute projects. We are aware that some projects involving land acquisition may have some unpredictable costs as we await appraisals. We do not feel obligated to fund all phases of multi-year projects, unless we have made a legal agreement to do so. The considerations by which the CPAC evaluates proposals are:

1. Feasibility of the project;
2. Urgency of the project;
3. Population(s) to be served by the project;
4. Acquisition or preservation of threatened resources;
5. Possibility of multiple sources of funding;
6. Complete description of project addressing cost; documentation relating to projected timeline for initiation and completion of project, and any expectations for additional funding in future years.
7. Funding available;
8. Priorities set by requesting town committees or commissions.

We prefer feasible projects with multiple sources of funding. Although we suggest that projects come through the committees, we could decide to fund independent projects. We brainstormed a

list of public and private recipients to whom we will send copies of the proposal letter. The proposal due date is Dec. 10, 2009. In a publicity/outreach effort, CPAC members will contact newspapers, blogs and listservs as well as post the proposal letter on the town website. The proposal letter will be mailed in the next week. Dave Ziomek suggested that open space, historic, and affordable housing presentations be held on individual evenings. He suggested the proposals be posted online as well. Mary will discuss this with Kris Pacunas and obtain an easier to remember web address such as amherstma.gov/cpa.

Review financial status of fund

We ended up FY09 with \$271,786.79. If we add to that the estimated tax surcharge for FY10 of \$376,000 and the 29% FY09 match of \$106,000 that we will receive in October, and subtract the \$646,574 in FY10 projects we voted at Annual Town Meeting, we are left with a FY10 year-end balance of \$107, 212.79. After adding FY 11 estimated tax surcharge and 29% match and subtracting debt service for Plum Brook Recreation Area, Town Hall, and Kimball House, we expect to have \$476,646.79 available for new appropriations.

Review outstanding projects

Sonia Aldrich provided us with a spreadsheet of projects for which funds have been allocated in the past but the money has not yet been spent. It was noted that almost \$600,000 in historic preservation projects have been funded but only \$544.79 has been spent to date. Peter asked Dave to direct staff to give us an update on the status of these projects. The interest from these unspent funds is credited to the CPA account. Peter thanked Sonia for her work in providing the financial information.

Discuss deadlines and scheduling for report proposals

We decided to add an additional meeting in January and February to allow ample time for presentations and a Public Hearing.

MINUTES

Motion by Ellen, 2nd by Denise to approve the minutes of 6/22/09.

VOTED 4-0-2 (John and Stan abstained because they were not present on 6/22/09)

ADJOURNMENT:

Motion by Louis, 2nd by Denise, to adjourn at 8:28 pm. Voted unanimously.

NEXT MEETINGS:

Our meetings will usually occur on the third Thursday of the month from September through April. Our next meeting will be **October 15, 2009 at 7:00 pm** in the **Community Room** in the **Police Station**. Additional meetings are scheduled for Nov. 19, Dec. 17, 2009 and Jan. 7 & 21, Feb. 4 & 18, March 18, April 15, 2010.

DOCUMENTS DISTRIBUTED

- Agenda
- List of CPAC Meeting dates posted 8/28/09, 1 page
- Call for Proposals Letter 10/22/08, 2 pages
- Spreadsheet "Financial Status for CPA Funds" 9/17/09, 1 page
- Spreadsheet "Ongoing Projects Balances" 9/17/09, 1 page
- Community Preservation Surcharge Report, 1 page
- Community Preservation Fund Report Fiscal Year Ended June 30,2009, 2 pages
- Minutes of 6/22/09, 3 pages

Respectfully submitted by Mary Streeter, Clerk
Minutes approved 12/17/09